

Walton County Parks and Recreation Department

Community Centers Rental Information

Felker Park
770-267-7525

Meridian Park
770-266-1650

felkercommunitycenter@co.walton.ga.us

meridiancommunitycenter@co.walton.ga.us

www.waltoncountygga.gov

Our Community Centers include large community rooms, pavilions, activity rooms and basketball gyms that are available for renting. Events such as: birthday parties, meetings, fundraisers, anniversary parties, wedding receptions, etc. can be held in any of these areas.

Rentals can only be during our regular operating hours

Mon., Tues., Thurs., Fri.....6am-8pm Wed.....6am-5pm
Sat.....8am-4pm

Meridian Community Center:

105 Generation Blvd. Loganville, Ga 30052

Room:	Occupants allowed:
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Gym 1 (maroon)	501 people
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Gym 2 (green)	501 people
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Activity Room (Art)	29 people
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Activity Room	30 people
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Activity Room (Dance)	30 people
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Community Room	75 people *Can be divided into two rooms with divider*
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Kitchen: Is available with rental of a room at an additional cost. It is connected to the community room and includes a sink, refrigerator, cabinets, serving windows, and a microwave oven.

Pavilions: There are two covered pavilions located on each side of the building, which include two electrical outlets and two picnic tables.

Number of Chairs Available: 75 stacking chairs

Number of Tables Available: 21 (long tables: seat 6)

Felker Community Center:

725 South Madison Ave. Monroe, Ga 30655

Room:	Occupants allowed:
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Gym	497 people
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Activity Room (Dance)	31 people
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Activity Room	30 people
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Activity Room (Art)	30 people
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Community Room	60 people *Can be divided into two rooms with divider*
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Kitchen: Is available with rental of a room at an additional cost. It is connected to the community room and includes a sink, refrigerator, cabinets, serving windows, and a microwave oven.

Pavilion: There is a covered pavilion located on the side of the building, which includes two electrical outlets and two picnic tables.

Number of Chairs Available: 76 stacking chairs

Number of Tables Available: 17 (long tables: seat 6)

*Use of the tables and chairs is included in the rental.

*Restrooms are available at each facility during operating hours.

Walton County
Parks & Recreation Department

**Felker Park & Meridian Park - Community Center
Rental**

Agreement / Release

I understand that:

1. Activity / community rooms require the following fees & deposits.
2. Public events require proof of liability insurance (\$1,000,000 minimum).
3. A staff member must be on duty during the event.
4. The deposit is refundable, if the facility is left clean & undamaged.
5. The rental fee is non-refundable.
6. The deposit, rental fee, & insurance policy (if public event) must be submitted at booking.

Fee Structure

Activity Room:

Damage / Clean-Up Deposit..... \$100 per event
Rental Fee..... \$25 per hour or \$100 per day

Community Room:

Damage / Clean-Up Deposit..... \$100
Rental Fee - Full Room..... \$ 50 per hour or \$200 per day
Rental Fee - Half Room..... \$ 25 per hour or \$100 per day
Rental Fee - Kitchen..... \$ 25 per day w/ rental of room

Gym Basketball Court:

Damage / Clean-Up Deposit..... \$150 per event
Rental Fee..... \$50 per hour or \$250 per day

I understand that I am responsible for the facility used. I agree to leave the facility in the same condition as it was found. I agree to pay for any physical damages to the property which may occur during the period of time which I am using it. I agree to turn-off all lights, water, dispose of debris, etc... before leaving. I am aware that alcoholic beverages are not allowed on property owned and operated by the Walton County BOC Parks & Recreation Department.

I hereby waive, release, absolve, indemnify, and agree to hold harmless the Walton County BOC Parks & Recreation Department from any and all liability arising out of any injuries or loss suffered by myself or a member of my party which may occur during the use of said facility.

The Walton County BOC Parks & Recreation Department reserves the right to withdraw this agreement due to scheduling difficulties which may occur. Given one (1) week's notice, individuals or organizations will have to make other arrangements for facility use.

Organization (print)

Individual / Representative (print)

Signature

Date

(please complete reverse side)

Reservation Information

Facility Requested (check one)

Felker Community Center

☐ Community Room - Full
☐ Community Room - Half (#1 / #2)
☐ Kitchen
☐ Activity Room #1
☐ Activity Room #2
☐ Activity Room #3
☐ Gym Basketball Court

Meridian Community Center

☐ Community Room - Full
☐ Community Room - Half (#1 / #2)
☐ Kitchen
☐ Activity Room #1
☐ Activity Room #2
☐ Activity Room #3
☐ Gym Basketball Court #1
☐ Gym Basketball Court #2

Note: Food, drinks, candy, gum, & etc. are not allowed in rooms with sports floors.

Date / Time Requested

Date: _____ Time: _____ AM / PM - _____ AM / PM
Date: _____ Time: _____ AM / PM - _____ AM / PM
Date: _____ Time: _____ AM / PM - _____ AM / PM
Date: _____ Time: _____ AM / PM - _____ AM / PM

Event (give full description)

Individual / Organization Information

Organization: _____

Individual / Representative: _____

Address: _____

Phone: _____ (H) _____ (W) _____ (Cell)

Office Use Only

Liability Insurance Policy: _____ (copy attached) Drivers License: _____ (copy attached)

Deposit	\$100 / \$150 per event	\$ _____
Community Room - Full	\$50 per hour or \$200 per day	\$ _____
Community Room - Half	\$25 per hour or \$100 per day	\$ _____
Activity Room	\$25 per hour or \$100 per day	\$ _____
Kitchen	\$25 per day w/ room rental	\$ _____
Gym Basketball Court	\$50 per hour or \$250 per day	\$ _____
Balance Due:		\$ _____

Payment: _____ cash _____ check # _____ money order

Receipt #: _____ Received By: _____ Date: _____



Felker Community Center

Walton County Parks and Recreation
725 South Madison Ave. Monroe, Ga 30655
770-267-7525
felkercommunitycenter@co.walton.ga.us

Date _____

Dear Friend,

The Walton County Parks and Recreation Department is pleased that your group has chosen one of our facilities for your special event. We ask that you help us, as well as the next group renting this facility by keeping it as clean as possible. We are including this check-off list of details that need to be completed before your group leaves the building. We want to thank you in advance for doing your part in keeping our facility clean.

Activity Room (Dance) ____ Activity Room ____ Activity Room (Art) ____

Community Room ____ Kitchen ____ Gym 1 ____ Gym 2 ____

1. ____ Kitchen Area

- ____ Check refrigerator and freezer for forgotten food
- ____ Clean counters and sink area
- ____ Take out trash and put in dumpster outside
- ____ Replace trashcan with new trash bag
- ____ Sweep and mop floor

2. ____ Room

- ____ Sweep and Mop
- ____ Wipe all tables down with cleaner provided
- ____ Re-stack all tables and chairs (if applicable)

3. ____ Gym

- ____ Sweep floor
- ____ Mop areas that need mopping (spilled drinks, mud, etc)
- ____ Take out trash and put in dumpster outside
- ____ Replace trashcan with new trash bag
- ____ Everything must be put back to its original order.

4. ____ Check all doors and make sure they are closed

Please do not hang, tape, staple, etc. **anything** to the walls or ceilings
No spike heels on the gym floors

Note: The Felker Community Center houses cleaning supplies for your use in cleaning this facility in the closet in the back of the community room.

In case of an emergency, please report to the front desk



Meridian Community Center

Walton County Parks and Recreation
105 Generation Blvd. Loganville, Ga 30052
(770)-266-1650
meridiancommunitycenter@co.walton.ga.us

Date _____

Dear Friend,

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Activity Room(Art) ____ Activity Room ____ Activity Room (Dance) ____

Community Room ____ Kitchen ____ Gym 1 (maroon) ____ Gym 2 (green) ____

1. ____ Kitchen Area

- ____ Check refrigerator and freezer for forgotten food
- ____ Clean counters and sink area
- ____ Take out trash and put in dumpster outside
- ____ Replace trashcan with new trash bag
- ____ Sweep and mop floor

2. ____ Room

- ____ Sweep and Mop
- ____ Wipe all tables down with cleaner provided
- ____ Re-stack all tables and chairs (if applicable)

3. ____ Gym

- ____ Sweep floor
- ____ Mop areas that need mopping (spilled drinks, mud, etc)
- ____ Take out trash and put in dumpster outside
- ____ Replace trashcan with new trash bag
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Please do not hang, tape, staple, etc. **anything** to the walls or ceilings
No spike heels on the gym floors

Note: The Meridian Community Center houses cleaning supplies for your use in cleaning this facility in the closet in the back of the community room.

***In case of an emergency, please report to the front desk.**